

Administrator: Secretariat
Position description:

Duties & Responsibilities

Position description:

Management of formal/official records:

- Maintains an up-to-date manual and electronic filing system of formal records
- Maintains statutory records such as minute books, attendance registers, company registers, resolution registers, CIPC Forms, etc
- Manages the Courtesy register, Conflict of interest register
- Maintains proper record keeping/archiving of minutes, meeting attendance registers

Co-ordination of meetings:

Notifies attendees of meeting dates, times and venues

- Books meeting venues
- Ensures availability of fully functional equipment required for meetings (such as overhead projector, recorder etc)
- Books catering and ensures that refreshments are provided if and when required
- Prepares meeting packs
- Ensures timeous circulation of meeting packs and minutes
- Takes minutes of meetings when required
- Facilitates scheduling of special meetings

Monitor committee expenditure of refreshment and ensure timeous cancellation of refreshments, venues, travel

Provision of administrative and secretarial support for the department:

- Raises purchase requisitions for the department
- Ensures timeous payment of invoices
- Monitors committee secretariat's expenditure of refreshment, venues, travel
- Ordering and maintaining stationery and equipment supply
- Makes travel and accommodation reservations
- Attends to internal and external queries directed to the department and escalates where necessary
- Leases with other administrators externally and internally to ensure proper and smooth organisation of all activities within the secretariat office

Knowledge and skills:

Formal education:

- Admin. Degree
- Chartered Institute of Secretaries (CIS) qualification would be advantageous
- Driver's license

Technical/ legal certification:

- Admin
- CIS (Institute of Secretaries) will be an advantage
- ICT sector will be an added advantage.

Experience:

- At least three (3) years secretariat experience in a similar role. Experience in a similar industry/sector is an added advantage.
- Computer literacy – MS Office Suite –advanced level

Competencies:

Knowledge:

- Legislation: PFMA, Companies Act, King III
- Protocol on corporate governance in the public sector
- Policies and procedures
- Language
- Communication
- Administration

Skills:

- Advanced writing skills
- Minute taking
- Facilitation
- Interpersonal skills
- Organising
- good command of English language
- Computer literacy – Microsoft Office suite

Attitudes:

- Interact with all levels of staff
- Attention to detail
- Ethical
- Honest
- Integrity
- Accuracy
- Protocol
- Ability to interact at top management level

Other special requirements:

- Willing to work outside normal office hours and sometimes on weekends for meetings and collating of meeting packs.
- Ability to work under pressure and meet strict deadlines.

Package & Remuneration

Market Related - Monthly